



HEADQUARTERS NEW JERSEY ARMY AND AIR NATIONAL GUARD
NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
3650 SAYLORS POND ROAD
FORT DIX, NEW JERSEY 08640-7600

ARMY BULLETIN NO. 8

4 June 2001

MILITARY EDUCATION LEVEL 4 (MEL4) COURSES

1. Applications are being accepted at the Army National Guard Bureau ATTN: NGB-ART-I from officers who desire to participate in one of the following resident MEL-4 training classes which report in late July 2002 except for the US Army School of the Americas which reports in December 2002:

a. Command and General Staff Officer Course – Reserve Component

- (1) Location: Fort Leavenworth, KS
- (2) Dates: 5 Aug – 13 Dec 02, report 29 Jul 02
- (3) Security Clearance: Secret
- (4) Number of quotas: 27

b. Command and General Staff Officer Course

- (1) Location: Fort Leavenworth, KS
- (2) Dates: 5 Aug – 6 Jun 03, report 29 Jul 02
- (3) Security Clearance: Secret
- (4) Number of quotas: 5

c. United States Naval Command and Staff Course

- (1) Location: Newport, RI
- (2) Dates: 7 Aug 02 – 5 Jun 03, report 29 Jul 02
- (3) Security clearance: Top Secret
- (4) Number of quotas: 1

d. United States Marine Corps Command and Staff Course

- (1) Location: Quantico, VA
- (2) Dates: 31 Jul 02 – 3 Jun 03, report 21 Jul 02
- (3) Security Clearance: Top Secret
- (4) Number of quotas: 1

e. United States Army School of the Americas Command and Staff Course

- (1) Location: Fort Benning, GA
- (2) Dates: 2 Jan 03 – 5 Dec 03, Report during the period 9 Dec 02 –2 Jan 03
- (3) Security Clearance: Secret
- (4) Language prerequisite: Fluent in Spanish
- (5) Number of quotas: 4

2. Prerequisites for the courses:

a. Rank: Major of promotable Captain. Promotable captain is defined as one who has been promoted on to major on State orders not later than 23 Oct 01.

b. Possess a baccalaureate degree

c. Be as CAS3 graduate

d. Have completed a minimum of 8 years commissioned service

e. An officer's current clearance will suffice for purposes of application. Officers selected for CGSOC, USNCSC, or USMCCSC must possess a Top Secret clearance by the class start date.

f. An officer whose Mandatory Removal Date (MRD) falls within two years following the class graduation date is ineligible to apply for resident MEL-4 training.

g. An AGR officer whose Basic Active Service Date (BASD) is earlier than 1 Jul 85 is ineligible to apply for resident MEL-4 training.

3. Applications require the following information listed below when applying for MEL-4 training. Assemble the items in the listed sequence and fasten with either clips or rubber bands. **Do not use tabs, staples, or Acco fasteners, or place in binders or protective covers.**

a. An official DA photo

b. Applicant's biographical sketch in the format contained at enclosure 1.

c. NGB Form 64. See copy of NGB Form 64 at enclosure 2

d. Copy of current DA Form 2-1

e. Copy of current DA Form 705. DA Form 705 must contain height and weight in the appropriate blocks. Include DA Form 5500-R or DA Form 5501-R if applicable.

f. Copy of DA Form 7349-R (Initial Medical Review – Annual Medical Certificate) based on current medical examination with a date after 21 Aug 97.

g. Copy of each Officer Evaluation Report (OER) that was closed after 30 Jun 00.

- h. Promotable captains include a copy of State orders promoting to major.
 - i. Copy of transcript containing a remark reflecting award of degree for applicant's highest civilian education.
4. Applications will be forwarded through DPCS to arrive at NGB-ART-I by 23 Oct 01.

OFFICIAL:



THOMAS J. SULLIVAN
COL, GS, NJARNG
Command Administrative Officer

PAUL J. GLAZAR
Major General, NJARNG
The Adjutant General

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